

RANDALL K. COOPER HIGH SCHOOL



WHERE STUDENTS “ASPIRE, ACHIEVE, AND EXCEL”

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Union, KY 41091

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www.cooper.boone.kyschools.us

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WELCOME TO COOPER HIGH SCHOOL

Randall K. Cooper

The Man We Honor

Randy opened Larry A. Ryle High School in August, 1992. For the following fourteen years, he dedicated himself to the students, teachers, and community of Union. His dedication and commitment to his students and staff were unquestionable. He led with integrity, passion, and good old common sense.

On Saturday afternoon, May 27, 2006, Randy graduated the Ryle High School senior class of 2006. As was his custom prior to the graduation ceremony, he moved through the line of seniors congratulating each one. Afterwards, he met with families, posed for photographs, shook hands, and gave hugs. Later that evening, he drove to Raceland for a quick visit with his parents and traveled on to Charlotte, N.C. to spend the weekend with his sister watching NASCAR. On Sunday morning, while standing at the gate of the Lowe's Motor Speedway, he suffered a massive heart attack.

At Ryle's graduation ceremony, only hours prior to his death, Randy spoke of the challenges facing the graduating seniors. He told the seniors...*life is not fair, get used to it*. Certainly, his death at fifty-four years old does not seem fair. However, his life epitomized another quote he often recited, "It isn't how long you live...it is how well you live." Randy lived well.

RCHS SCHOOL INFORMATION

School Colors: Maroon and Gold

School Mascot: Jaguar

School Website: www.cooper.boone.kyschools.us

District Website: www.boone.kyschools.us

RCHS MISSION STATEMENT

Randall K. Cooper High School, in collaboration with the community, is committed to cultivating a tradition of excellence by empowering its students to become independent, life-long learners in a global society.

“Cooper Creed”

Responsibility for my actions
Character and integrity in my life
Honesty with myself and others
Success through goals, commitment, and hard work.

ADMINISTRATIVE STAFF

Michael Wilson, *Principal*
Malinda Brooks, *Assistant Principal*
Angela Castleman, *Assistant Principal*
Jimmy Schroer, *Assistant Principal*
Stacey Guthrie, *Guidance Counselor*
Matthew Dryden, *Guidance Counselor*
Lesley Vickers, *Guidance Counselor*
Traci Barton, *Guidance Counselor*
Steve Evans, *School Resource Officer*
Randy Borchers, *Athletic Director*

SCHOOL PHONE NUMBERS

Randall K. Cooper High School859.384.5040
Randall K. Cooper High School (fax)859.384.5049
Randall K. Cooper High School Guidance Office (fax)859.384.8500
Randall K. Cooper High School Athletic Office859.384.4534
Randall K. Cooper High School Cafeteria.....859.384.5048
Boone County Board of Education859.283.1003
Boone County District 2 Bus Garage859.586.0878
Boone County District 3 Bus Garage859.384.8384

A Message From the Principal

On behalf of the faculty and staff of Randall K. Cooper High School, we welcome you to our beautiful campus. Our staff is ready to begin an exciting school year, which will be enjoyable and successful for you. It is my desire for you to become involved in your school and with your help we will establish traditions that will make memories for a lifetime.

As you journey through your high school years, you will have many opportunities to participate in challenging and exciting activities and learning experiences. While keeping your eye on the prize of graduation, I encourage you to take time to enjoy your journey. It is my hope that you will participate in and experience as many opportunities as you can. Take chances, try new things and push yourself to reach new levels. These experiences, along with good study habits and active participation in class, will allow you to identify interests, develop plans and attain skills. In turn, this growth will pave a road to success and build a foundation for a life of learning.

Our campus is an educational community. As with any community, our effectiveness is largely dependent upon the interactions and the relationships we build with each other. If each individual member of our learning community is to reach their full potential, we must maintain an environment that is supportive and safe. We must work together and strive to be a place where each person feels they can ***Begin, Belong and Grow***; where each person is valued for their unique strengths, and where we offer assistance and support for those in need. If we can embrace each other's strengths and devote our energies to teaching and learning, we will create an atmosphere where all can ***Aspire, Achieve, and Excel***.

Join me in making this school year the best!

D. Michael Wilson
Principal



GO JAGUARS!

Positive Behavior Intervention System (PBIS)

RCHS Student Expectations

JAG

Safety

Work Ethic

Accountability

Give Respect

At Cooper High School, we are dedicated to fostering a positive learning environment and equipping our students academically and socially for the real world. A major component to help ensure we meet these objectives, is our school-wide expectations and Positive Behavioral Intervention and Support (PBIS) program. Clear and consistent expectations are posted throughout the building and expected behavior is taught directly.

At Cooper High School, our students have JAG SWAG. In everything we do, we are expected to demonstrate the four elements of SWAG: Safety, Work Ethic, Accountability, and Give Respect. Students are rewarded for exhibiting these four key pieces of positive behavior and “doing the right thing” with incentives and our reward system. For more information on PBIS, please visit www.kycid.org.



Randall K. Cooper High School adheres to all rules and regulations of the Boone County Code of Conduct.

BOONE COUNTY SCHOOL CALENDAR

2023-2024

AUGUST 17	FIRST DAY OF SCHOOL	
SEPTEMBER 4	LABOR DAY	(NO SCHOOL)
OCTOBER 6 & 9	TEACHER TRAINING DAYS	(NO SCHOOL)
OCTOBER 26	EARLY RELEASE DAY	(1/2 DAY SCHOOL)
NOVEMBER 22, 23 & 24	THANKSGIVING BREAK	(NO SCHOOL)
DECEMBER 19	WINTER BREAK STUDENTS RETURN JANUARY 3 rd	(NO SCHOOL)
JANUARY 15	MARTIN LUTHER KING DAY	(NO SCHOOL)
FEBRUARY 19	TEACHER TRAINING DAY	(NO SCHOOL)
MARCH 1	EARLY RELEASE DAY	(1/2 DAY SCHOOL)
APRIL 8-12	SPRING BREAK STUDENTS RETURN APRIL 15 th	(NO SCHOOL)
MAY 21	PRIMARY ELECTION DAY	(NO SCHOOL)
MAY 23	LAST DAY FOR STUDENTS	
MAY 27	MEMORIAL DAY HOLIDAY	(NO SCHOOL)

***The school calendar may be revised pending emergency situation or inclement weather.**

RCHS DAILY SCHEDULE

DAILY SCHEDULE

7:25 a.m.	Academic Wings Open
7:40 – 8:32 a.m.	Period 1
8:37 – 9:29 a.m.	Period 2
9:34 – 10:26 a.m.	Period 3
10:31 – 11:01 a.m.	JAM/Extension Rotation
11:06 – 12:31 p.m.	Period 4 (lunch included)
12:36 – 1:28 p.m.	Period 5
1:33 – 2:25 p.m.	Period 6

LUNCH SCHEDULE

11:01 – 11:31 a.m.	1st Lunch
11:31 – 12:01 p.m.	2nd Lunch
12:01 – 12:31 p.m.	3rd Lunch

EXAM SCHEDULE-DAY 1

7:40 – 9:45 a.m.	1 st period
9:50 – 12:30 p.m.	3 rd period
12:35 – 2:25 p.m.	5 th period

EXAM SCHEDULE- DAY 2

7:40 – 7:45 a.m.	1 st period
7:50 – 9:45 a.m.	2 nd period
9:50 – 12:30 p.m.	4 th period
12:35 – 2:25 p.m.	6 th period

ONE HOUR DELAY

8:25 a.m.	Academic Wings Open
8:40 – 9:24 a.m.	Period 1
9:29 – 10:12 a.m.	Period 2
10:17 – 11:01 a.m.	Period 3
*No JAM/Extension period	
11:06 – 12:31 p.m.	Period 4 (lunch included)
12:36 – 1:28 p.m.	Period 5
1:33 – 2:25 p.m.	Period 6

TWO HOUR DELAY

9:25 a.m.	Academic Wings Open
9:40 – 10:15 a.m.	Period 1
10:20 – 10:53 a.m.	Period 2
10:58 – 11:30 a.m.	Period 3
*No JAM/Extension period	
11:35 – 1:00 p.m.	Period 4 (lunch included)
1:05 – 1:43 p.m.	Period 5
1:48 – 2:25 p.m.	Period 6

TWO HOUR DELAY LUNCH

11:30 – 12:00 p.m.	1st Lunch
12:00 – 12:30 p.m.	2nd Lunch
12:30 – 1:00 p.m.	3rd Lunch

***JAM**—(Jaguar Achievement and Mentoring) - Cooper High School has an achievement and mentoring program each day with activities that include and focus on: study skills/time, weekly grade checks, social skills, character building skills, relationship building skills, ILP development, and scheduling information and counseling. During JAM, we will also run a voluntary tutoring program to provide additional assistance to students in core academic classes.

STUDENT FEES 2023-2024

BOONE COUNTY SCHOOLS

Grades 9-12

Fee	Amount	Reduced Amount
General Instructional	\$55	\$16.50
Academic Team	\$25	\$7.50
Agricultural/Floral Design	\$10	\$3
Art	\$15	\$4.50
Advanced Placement Art	Students purchase portfolio	
Accounting	Actual Cost of Practice Sets & Workbooks	
Athletic Fee per Sport**	\$35*	\$10.50*
Chorus	\$15	\$4.50
Clubs/Camps/Expanded Learning Opportunities	Varies based on cost of program	
Credit Recovery Program	\$75 per course	\$22.50 per course
Family & Con Science (Foods)	\$15	\$4.50
Family & Con Science (Clothing)	Actual cost of project	
Field Trip Fees	Varies based on cost of admission and transportation	
Inventory Replacement Fee	Varies based on replacement cost of item	
Marching Band	\$600 maximum	\$180 maximum
Music Instrumental Rental	\$30	\$9
Parking Sticker	\$15	\$15
Science	\$15	\$4.50
Social Studies (Current Events)	\$11	\$3.30
Speech/Forensic Team	\$25	\$7.50
Summer School	\$200 maximum	\$60 maximum
Textbook Rental	\$8 per class	\$2.40 per class

*Plus uniform expenses, where applicable.

**There is an annual charge for Athletic Participation in High Schools Sports for each sport played up to a cap of \$50; \$15 for reduced amount. If a middle school student plays at the high school level they pay the high school fee, or up to the cap if they also played at the middle school level or multiple high school sports.

It is the responsibility of families with a status change to notify the school of a refund request.

All fees listed are the maximum amount that can be charged by the school.

Due to individual differences and needs, items purchased may vary from classroom to classroom.

Teachers may request, on a voluntary basis, consumable items for the classroom.

No participation fee will be collected unless listed on fee schedule approved by the Board of Education.

All Fee money collected will be utilized for students this school year.

All schools will collect all fees. All schools will maintain student activity.

RCHS EXTRA/CO-CURRICULAR CLUBS

Academic Team
Ambassadors Club
Anime Club
Archery
Art Club
Blood Drive Committee
Book Club
Bowling
Ceramic Club
Cheerleading
Common Space
Cooper CAN!
Concert Band
CTE (STLP)
Culinary Club
Dance Team
Delta Epsilon Phi (German Honor Society)
DnD
Drama Club
Drug Free Club of America
Energy Club/Team
Equestrian Club
Family, Career & Community Leaders of America, FCCLA
Fellowship of Christian Students, FCS
French Club
French Honor Society
Future Business Leaders of America, FBLA
Future Educators of America, FEA
Future Farmers of America, FFA
Future Problem Solvers, FPS
German Club
Guitar Club
Hispanic Honor Society
HOSA (Future Health Professionals)
InterAlliance Technology Club
Lacrosse Club
Mythology Club
National Art Honor Society
National Honor Society
Nature Photography Club
Odyssey of the Mind
P.E.A.C.E.
Pep Band
Pep Club
Physics Club
Project Montag
Robotics Club
Science Honor Society
Senior Board
Sew Cooper
Skateboard
Ski Club
Spanish Club
Speech & Forensics
Student Council
Student Technology Leadership Program, STLP
Strategic Gaming
Superintendent's Student Advisory Council
Table Tennis Club
The GREAT RC School Spirit Store
Tri-M
Ultimate Frisbee Club
Vet Club
Writer's Alliance
Yearbook/Annual
Young Writer's Club

RCHS GUIDANCE OFFICE

Welcome to Randall K. Cooper High School from the Guidance Office. The goal of the Guidance Office is to use resources and a structured approach to positively impact student academic success, career readiness and personal/social development. Our office consists of three Counselors and Mrs. Jackson, our Registrar/Guidance Assistant. The Counselor student assignments will be primarily as follows:

Mr. Dryden: Last names A-D

Mrs. Vickers: Last names E-K

Mrs. Barton: Last names L-R

Mrs. Guthrie: Last names S-Z

Process to see a Counselor or receive information:

- Sign in virtually via the Google Form before school, after school or during class change. The form can be accessed on the RCHS Cooper Website under, Quick Links→Guidance→Counseling Request Form.
- Counselors will call you to the Guidance Office as time permits, and in order of priority.
- In the event of an emergency, please notify a staff member immediately.
- Email Addresses: matthew.dryden@boone.kyschools.us, stacey.guthrie@boone.kyschools.us, lesley.vickers@boone.kyschools.us, traci.barton@boone.kyschools.us, jennifer.smith2@boone.kyschools.us and michelle.jackson@boone.kyschools.us.

We are committed to responding to each of your needs and with your patience, we will assist you as soon as possible.

FRESHMAN YEAR – PREPARING FOR THE FUTURE

- Set academic goals for the school year.
- Take NCAA-approved courses if you want to play sports in college.
- Build strong academic, language, mathematics and critical thinking skills by taking challenging courses.
- Strengthen your vocabulary by increasing your reading.
- Look for common features of the careers that are generated by your ILP – what does it say about you?
- GET INVOLVED and keep track of involvement on your ILP.
- Take the PSAT for practice in October.
- Apply for GSE – Governor School for Entrepreneurs
- Browse through college literature or surf the internet to get an idea of what kinds of schools may be of interest to you.
- Check out what high school courses colleges require.
- Do community service for graduation requirement.
- Remember – Every point in a class makes a difference in your GPA, which effects college admission, scholarship and KEES money!

SOPHOMORE YEAR – CALENDAR

Fall Semester:

- Take the PSAT in October for practice.
- Take NCAA approved courses if you want to play sports in college.
- GET INVOLVED! The level of involvement and accomplishment is most important as well as the number of activities.
- Keep a record of co-curricular involvement, volunteer work and employment (all year). The ILP is a great place to save these electronically.

Spring Semester:

- Volunteer – a great way to identify your interests and develop skills.
- Start researching colleges and universities.
- Apply for Governor School for Entrepreneurs (GSE) and Governor’s School for the Arts (GSA).
- Make your summer productive. Continue reading to increase your vocabulary.
- Save money for college.
- Schedule Dual Enrollment courses to begin earning college credit.
- Apply for Vocational School, EMT/FireFighter or Homebuilders during scheduling.

JUNIOR YEAR - CALENDAR

Fall Semester:

- Take the ACT at least once, October or December, to know what improvements you need to make for the state ACT in March.
- Take NCAA-approved courses if you want to play sports in college.
- GET INVOLVED! The level of involvement and accomplishment is most important, as well as the number of activities.
- Keep a record of co-curricular involvement, volunteer work, and employment (all year).
- Seriously investigate options after high school to determine the best fit for you.
- Take the PSAT in October.
- Interested candidates apply for the Governor’s Scholar Program (GSE, GSA and/or GSP).

Spring Semester:

- Choose a rigorous/balanced course load for senior year.
- Consider a dual enrollment course, early college, Home Builders, etc.
- Volunteer- a great way to identify your interests and develop skills.
- Continue researching colleges and universities.
- Use previous ACT score to review for the FREE state ACT in March.
- Make your summer productive. Continue reading to increase your vocabulary.
- Save money for college.
- Register at www.fastweb.com for potential scholarships.
- Check the Cooper website to review our Scholarship Guide. Some scholarships are for juniors, otherwise, plan for senior year.
- You should have two ACT scores minimum by March of Junior year. If you need to increase your score, sign up for April and/or June test.

SENIOR YEAR - CALENDAR

Fall Semester:

- Take the ACT in September/October and/or December to maximize your score.
- Take NCAA-approved courses if you want to play sports in college.
- GET INVOLVED! The level of involvement and accomplishment is most important, as well as the number of activities.
- Keep a record of co-curricular involvement, volunteer work, and employment (all year).
- Seriously investigate options after high school to determine the best fit for you.
- Register at www.fastweb.com for potential scholarships.
- Check the Cooper website to review our Scholarship Guide.
- Complete FAFSA form at www.fafsa.ed.gov by October 1st.
- Complete all applications for admission by the end of first semester before winter break.
- Register for Parchment to have transcripts send electronically.

Spring Semester:

- Volunteer- a great way to identify your interests and develop skills.
- Continue researching colleges and universities - final decision to be made by May 1st.
- Schedule an appointment to meet with the CCR coach or counselor to discuss post-secondary plans
- Save money for college.
- Register at www.fastweb.com for potential scholarships.
- **CONTINUOUSLY ~ Check the Cooper website to review our Scholarship Guide.**

SCHEDULE CHANGE POLICY

Students and parents are given the opportunity each winter/spring or at the time of enrollment to request courses for the following academic year. To request a schedule change, students must submit their request via the Schedule Change Request Form. The form can be accessed on the RCHS Cooper Website under, Quick Links→Guidance.

Once students have been assigned a schedule, there will be NO schedule changes initiated by parents or students except for the following reasons:

1. A student has failed the class and needs to repeat the class.
2. The student needs the class for graduation – Grade 12 only.
3. The student is scheduled for a class for which he/she has already received credit.

Once the school year has begun, only schedule change requests initiated by a teacher/counselor/administrator will be considered.

CURRICULUM INFORMATION

Cooper High School requires a total of 22 credits for graduation. The following are required courses:

English 4 credits (one English course must be taken each year. Exceptions are Early College & Dual Enrollent)

Mathematics 4 credits (at least one each year to be taken and credit earned)

Social Studies 3 credits (content to include Geography, World History & US History)

Science 3 credits (content to include Integrated Science, Biology, Chemistry or Physics)

Health.....½ credit
 Physical Education½ credit
 Fine Arts1 credit
 Career/Technical Education1 credit

GRADE LEVEL REQUIREMENTS (Credits Needed for Promotion)

All students are promoted on the basis of number of credits earned before the first day of school of the subsequent school year and the number of semesters completed. Grade level changes will not be made throughout the school year. There are several consequences when students do not stay on grade level; one example is not being eligible to play school sports. To be promoted, a student must have completed the following number of semesters and earned credits:

Grade	Credits	Completed Semester
10	5	2
11	11 (Must be a junior to take the FREE ACT through state testing)	4
12	16 (Must be a senior to purchase tickets for Senior Dinner Dance)	6

GRADING PERIODS

First Term 8/17/2023 - 10/17/2023
 Second Term 10/18/2023 - 12/19/2023
 Third Term 1/3/2024 - 3/8/2024
 Fourth Term 3/9/2024 – 5/23/2024

*Dates are subject to change due to missed school days.

GRADING SCALE

A	B	C	I*
100-90	89-80	79-70	69-0

*Students with an "I" will be provided support by the school to remediate learning to reach a 70. If the grade is still listed as an "I" by June 30, then it becomes a F. For athletic eligibility purposes, an "I" is considered a failing grade.

INDEXED COURSES

Honors and accelerated courses will have the final numeric average multiplied by an index of 1.02. Advanced Placement courses and Dual Enrollment courses will have the final numeric average multiplied by an index of 1.04.

ALTERNATIVE CREDITS

Randall K. Cooper High School (in compliance with board policy 08.1131) offers credit recovery options and dual enrollment opportunities for students who qualify. In addition, Cooper High School offers summer advancement opportunities. Students may take up to two full credits each summer for advancement, as long as the courses don't interfere with each other. There are limited seats available for each course, and students will be accepted on a first-come, first-serve basis. Please contact the Guidance Office for additional information.

CREDIT RECOVERY OPTIONS AND REMEDIATION

GRADING CATEGORIES

Grades will be divided into two categories: Assignments and Assessments. Assignments will make up 30% of the yearly grade and Assessments will make up 70% of the yearly grade. There will be no extra credit awarded. A final exam will account for 10% of a student's final overall grade.

Examples of Assignments may include the following: classwork, homework, meeting a deadline, participation in an activity or discussion, etc.

Examples of Assessments may include the following: unit tests, quizzes, projects, writing pieces, and presentations, etc.

LEARNING AND RELEARNING

At Cooper we value learning and understand that sometimes students do not learn at the same pace. We also know that many students need to develop better habits such as completing and turning in work on time, doing homework, spending time outside of class studying, and not falling behind in classes. To help improve learning and school habits, Cooper is adopting the following in all classes as it relates to learning, meeting deadlines, and reassessing:

- Students must turn in all Assignments before the initial unit assessment (or completion of a unit) in order to receive a score for those Assignments.
- Students who have not reached mastery on an assessment (less than 90%) may retake that assessment to replace the grade if they made a valid first attempt.
- In order to retake an assessment, students must complete relearning before retaking the assessment. This relearning is approved by the teacher but will not directly affect the course grade. Relearning may include one or more of the following: attending tutoring, completion of all relevant Assignments, completion of additional work, test corrections, completion of an online module, etc.
- The deadline for completing a reassessment is determined by department, but at least 10 days after the initial assessment.

Teacher discretion will be used when necessary.

CREDIT RECOVERY POLICY

- **Core Beliefs on Remediation and Reassessment**
 - The structure of remediation should empower students to initiate their additional learning opportunities, with educator support as needed, rather than enable them to put off learning until the teacher initiates a retake.

- A remediation opportunity should not be the easier option, a backup plan, or a bottomless opportunity.
- A student must complete necessary learning and relearning assignments before receiving the opportunity to reassess.
- Students cannot use class time dedicated to other learning to complete relearning tasks or reassessments.
- Deadlines for work completion and reassessment are necessary.
- Students who are approaching mastery should have the same opportunity to reassess as students who are far from mastery (or fail) a particular assessment.
- Updated assessment scores should reflect current learning, not an average of multiple attempts.
- If all staff are unified in message and practice, most students will adapt their behaviors to meet expectations.
- **Out of Course Options**
 - Students will have 2 out-of-course options to correct course grades below a 70%, Credit Camp and Summer School. These options are detailed below.
- **Credit Camp**
 - This option is for students who demonstrated some attainment of learning in a core course (non-math, non-chemistry), but did not show enough learning to pass the course. Credit Camp is only an option after a student completes a course and the final grade is between a 60% and a 69% and courses in Credit Camp do not cover all course material. Students will relearn the priority standards and then demonstrate their learning through passing an assessment or a series of assessments. A student who successfully completes Credit Camp will receive a grade of 70% for the course since the student is only focused on the priority standards.
- **Summer School**
 - This option is for students who need to retake a complete course. Summer School is only an option after a student completes a course and receives a failing grade for that course (students failing a course with a grade higher than 60% can choose to complete the full course in Summer School rather than Credit Camp if they want a higher final grade than a 70%). Summer School is performance-based and will primarily focus on the priority standards, and students will demonstrate their learning through passing an assessment or a series of assessments. A student who successfully completes a Summer School course will receive the grade earned through assessment.
- **Additional Credit Opportunities**

Students may work with their assigned Guidance Counselor to attain additional credits needed for graduation. A school-approved online learning platform may only be used for the following circumstances:

 - Students who transfer to Cooper High School with a ½ credit of a required course from a previous school year, needing an additional ½ credit to fulfill a requirement (students may be advised to take the full course at Cooper based on the situation). This excludes transfer students mid-year with ½ credit earned first semester.
 - Students needing additional, non-required elective credits
 - Students re-taking a course that they previously failed

A school-approved learning platform may NOT be used for credits required for graduation that do not meet the criteria above. This includes required credits in Fine Arts, CTE, Health/PE, and the required credits in English, Math, Science, and Social Studies.

- **Advancement Opportunities**

Students wishing to complete courses required for graduation may do so in the following ways:

- Completing a course through the Boone County District Summer School Program
- Completing a course through the Cooper Summer School Program
- Completing a course through the Boone County Early College Program
- Doubling up compatible courses during the school year

*Extenuating and significantly unique circumstances may arise and credit recovery options that don't meet the above criteria must be approved by the principal.

TRANSFER CREDITS

Any transfer grades received with only a letter grade will be interpreted as follows:

A+ = 100, A = 95, A- = 90, B+ = 89, B = 85, B- = 80, C+ = 79, C = 75, C- = 70, D+ = 69, D = 65, D- = 60, F = 59

CALCULATING GPA/CLASS RANK

Grade Point Average (GPA) is calculated using a *graduated scale, approved by the Board of Education. GPA is based on the final grade in each course and is only updated after credits are earned. Final class rank is determined by ranking final cumulative GPA from highest to lowest for each student in the graduating class.

VALEDICTORIAN/SALUTATORIAN

For the class of 2022 and beyond, valedictorian/salutatorian has been eliminated.

MINIMUM HIGH SCHOOL GRADUATION REQUIREMENTS

22 Credits

**May not meet pre-college curriculum

English	I, II, III, IV	4 Credits	One English course must be taken each year while at Cooper High School unless enrolled in a district or dual credit program where sequencing is different.
Mathematics	Algebra I, Geometry and Algebra II are required	4 Credits	At least one Math course must be taken each year while at Cooper High School. Senior Year Math requirement could include completion of a two year approved ATC program. Students are required to pass a math course each year while in high school.
Science	Integrated Science, Biology, Chemistry or Physics	3 Credits	
Social Studies	Geography, World History & US History Required	3 Credits	

Arts & Humanities		1 Credit	
Health		½ Credit	
Physical Education		½ Credit	
CTE		1 Credit	To ensure career readiness, students are strongly encouraged to complete a CTE pathway.
Electives**		5 Credits	**2 Credits in same Foreign Language is required for those students planning to go to a 4-year post-secondary institution.
TOTAL		22 Credits	

Students must meet all specific course graduation requirements and a minimum number of credits to graduate. There is an opportunity to earn a significant number of high school credits throughout traditional high school as well as through ancillary programs. If a student attempts more than the 24 (6 periods x 4 years) credits offered during a typical Cooper High School day, students are required to earn 90% of credits they attempt. To determine the 90% of courses earned, the number of courses earned will be divided by the number of courses attempted. This will be rounded up to the closest whole number to the 100th place with .45 being the cut off to round up. For students taking the typical 24 credits, 22 credits will be required as minimum number of credits for graduation.

A student must meet all of the following requirements:

1. Complete 8 semesters of high school.
2. Earn 22 credits or the transfer equivalent as shown in the table below:

Transfer Students – number of credits needed to graduate

Coming from Block/Hybrid	Moving to 6 period
One year on this schedule	24 credits
Two years on this schedule	26 credits
Three years on this schedule	28 credits

Coming from 7 period Day	Moving to 6 period
One year on this schedule	23 credits
Two years on this schedule	24 credits
Three years on this schedule	25 credits

3. Fulfill Cooper High School graduation requirements.
4. Complete 20 hours of community service.
5. Successfully complete the Graduation Presentation.
6. Individual Learning Plan must be completed each year.

A deceased student may be awarded a posthumous honorary diploma if the student completed credits and attended 6 semesters of high school.

KENTUCKY SCHOLARS DIPLOMA

English		4 Credits	One English course must be taken each year while at Cooper High School unless enrolled in a district or dual credit program where sequencing is different.
Mathematics	Algebra I, Geometry, Algebra II and an appropriate additional math credit are required	4 Credits	At least one Math course must be taken each year while at Cooper High School. Senior Year Math requirement could include completion of a two year approved ATC program. Students are required to pass a math course each year while in high school.
Science	Integrated Science, Biology, Chemistry or Physics	3 Credits	
Social Studies	Geography or AP Human Geography; World Hist. or AP European History; US History or AP US History required	3 Credits	
World Language	Same Language	2 Credits	
Arts & Humanities		1 Credit	
Health		½ Credit	
Physical Education		½ Credit	
CTE		1 Credit	To ensure career readiness, students are strongly encouraged to complete a CTE pathway.
Electives		3 Credits	
TOTAL		22 Credits	

GRADUATION WITH HONORS

Any student with a weighted grade of 3.8 or higher will be considered as graduating with honors and will be recognized at the graduation ceremony. A “graduating senior” according to this policy shall be a student who has previously completed seven (7) high school semesters from an accredited high school and is currently completing the eighth (8th) high school semester at Cooper High School. Cooper High School will recognize seniors who have completed all the state, Board, and school requirements for graduation, have achieved a high level GPA and taken Advanced Placement or Dual Credit courses as outlined below by identifying individual students as graduating Cum Laude, Magna Cum Laude, Summa Cum Laude. Requirements for each of Cooper High School’s recognition levels:

Recognition	Weighted GPA Requirement	Required Courses
Cum Laude	3.8	2 (combination AP & Dual Enrollment)
Magna Cum Laude	4.15	5 (combination AP & Dual Enrollment)
Summa Cum Laude	4.5	8 (combination AP & Dual Enrollment)

Graduation recognition is for diplomas earned and not by program acceptance/completion.

SCHOLARSHIPS

Please be aware of scholarship opportunities available primarily for seniors. The scholarship guide is updated often, especially during the months of February through April. Access the scholarships online at www.cooper.boone.kyschools.us → Quick Links → Guidance → Scholarship Guide.

WITHDRAWAL FROM SCHOOL

Students who are transferring to another school, or withdrawing from school for any reason, should see the Registrar as soon as possible. They can help you complete the documents you will need to enroll in your new school or program. Cooper High School will need to ensure all books/resources are accounted for prior to withdrawing. A parent or guardian should accompany the student on the day of withdrawal.

COMMUNITY RESOURCES

Big Brother/Big Sister	513-421-4120
Boone County Police Department	859-344-2119
Drug and Poison Information Center	800-222-1222
Brighton Center/Every Child Can Succeed	859-491-8303
Care Net	859-282-9878
Family Nurturing Center.....	859-525-3200
Family Services.....	513-345-8555
Homeward Bound (run aways)	859-491-8303
North Key Crisis Center	859-331-3292
Northern KY District Health.....	859-341-4264
United Way	513-762-7100
Suicide Hotline	1-800-SUICIDE
St. Elizabeth Florence.....	859-212-5200
St. Elizabeth Edgewood.....	859-301-2000
Planned Parenthood	1-800-230-PLAN
YMCA.....	859-534-5700

FAMILY RESOURCE AND YOUTH SERVICE CENTER

The primary goal of the FRYSC is to enhance student academic success by removing non-academic barriers to learning. Our center will offer various programs and services based upon the needs of our school community which includes successful transitions to school and adult life, parent engagement, student achievement and wellbeing. The FRYSC will collaborate with our community to promote physical and mental health for families and students as well as opportunities for families to learn together in safe environments. The center is located just beyond the main office across from the guidance office. For assistance with resources, please contact our FRYSC Coordinator, Ben Brown, through our main office or at ben.brown@boone.kyschools.us.

RCHS STUDENT INFORMATION

Listed throughout this section are various policies that provide guidelines. Interpretation of these policies are ultimately at the discretion of the School Administration.

ACADEMICS: RESPONSIBILITY

WORK AND SCHOOL

The Administration recognizes that many students work after school. We commend students for going above and beyond, however our firm belief is that education cannot be compromised. If conflicts arise between school and work, **school receives top priority**.

ADVANCE PLACEMENT (AP) EXEMPTION FOR FINAL EXAMS:

1. Individual teachers may require a class to take the final exam and not grant exemptions. The decision to not grant the exam exemption must apply to all AP classes taught by that teacher.
2. Course Grade Requirement: Students must have attained an 87% average over the first three (3) quarters at the time of the exam.
3. Attendance Requirements: In order to be exempt from a final exam in an AP class a student may not have any unexcused absences at the time of the exam. Additionally, any student exempted from an exam must be in attendance on the day of the exam. If the student is not present on the day of the exam they will receive an "Incomplete" grade and be required to take a make-up exam or receive a 0% exam grade.

CLOSED CAMPUS

Randall K. Cooper High School is a closed campus. Students who leave campus before the end of a school day must obtain written permission from their parent/guardian and Administration. Students are not permitted in the parking lot during the school day except when arriving/leaving campus, unless they are escorted outside by Administration.

COMMENCEMENT

- Commencement is defined as an academic exercise in which students earn their diplomas from High School. Commencement activities include Senior Awards Night, rehearsal, Baccalaureate, and the Graduation Ceremony.
- Participation in commencement activities is a privilege. Student behavior or attendance issues may prevent a student from taking part in some or all of the commencement exercises. Senior pranks are not permitted and could result in the loss of commencement privileges.
- **Graduating students with ten (10) or more unexcused absences and/or tardies will not be permitted to participate in the graduation ceremony.**
- All financial obligations must be met to participate in commencement.
- All students participating in commencement must have earned a diploma by completing the minimum number of credits to graduate prior to the day of graduation.
- Exchange students will not receive a high school diploma from Randall K. Cooper High School and will not participate in the graduation ceremony.
- Commencement is a formal ceremony, therefore only district and school administration will present graduates their diploma.
- Seniors who wish to have their picture appear in the yearbook, must have their picture made with the YEARBOOK photographer, *Prestige*.
- Invitations, caps, and gowns are ordered near the end of the first semester.
- A schedule of graduation activities will be given to each senior during the spring semester.

COMMUNITY SERVICE

THIS IS A GRADUATION REQUIREMENT

- **20 hours** of Community Service are required. It is recommended that students get 5 hours per school year.
 - **Graduating Students: All hours are due to the media center on or before February 15th of the graduating year.**
 - **Students transferring to Cooper High School on or before September 30th of that school year, will be required to obtain five (5) hours of community service for that year. Students transferring to Cooper High School after September 30th will be exempt for that school year.**
- Community Service opportunities are regularly updated on Cooper's website. Service hour sheets are available in the media center or on Cooper's website under Community Service.
- All completed service hours sheets should be turned in to the media center staff.
- Students can view service hours through their Infinite Campus Portal and are encouraged to keep track of their own hours.
- Examples of valid community service hours include services that benefit several people in an organized fashion. This includes, but is not limited to: school sponsored activities, Master Provisions, United Ministries, Brighton Center, River Sweep, Special Olympics, Welcome House, Mary Rose Mission, BCPL, YMCA, nursing homes, etc.

- Community Services hours that are not organized activities and do not serve several people do not count towards graduation requirements. For example: mowing your neighbor's lawn, babysitting, providing a service that is not organized in nature.

DANCE POLICY

All students (guests) must adhere to the following rules when attending a school sponsored dance whether held on campus or off-site.

- Dances are not open to guests over the age of 20 or currently enrolled in a grade level below ninth grade.
- Non-Cooper students attending a dance must have a guest contract signed in order to attend.
- In order for a Cooper student to purchase a ticket or attend a school sponsored dance, they may not have **six (6) or more unexcused all-day absences**.
- The administration of Cooper High School reserves the right to deny admittance or ticket purchase to any dance or event due to prior discipline concerns at previous dances or events, during the school day.
- All students and guests are to present a picture ID at the dance.
- Students leaving a dance within the first hour of the event must check-out prior to leaving. Parent contact will be made by the administration or school representative to inform of the early departure.
- All students and guests are expected to follow the Cooper High School Student Code of Conduct and the Dress Code as specified by the dance sponsor.
- Cooper High School students are responsible for the behavior of their non-Cooper student guest and could face removal and/or discipline consequences for any inappropriate behavior. Refunds will not be given to students removed from a dance.
- Each Dance Sponsor will have a specific information sheet for students/parents/guests outlining times, cost, dress code, and any additional pertinent information for the dance.
- Only one guest per Cooper High School student is allowed to attend the dance and the student and guest must arrive and depart together.
- A Cooper High School student (or guest) suspended or expelled from school at the time of the dance is not eligible to attend the dance.
- The guest ticket is valid only for the guest named. It may not be used by anyone else.
- All appropriate paperwork must be turned in prior to receiving ticket(s).
- Students may be subjected to a random breathalyzer test or search at the discretion of the school personnel. Refusal to cooperate with such procedures is grounds for non-admittance or removal.
- Students or guests deemed to be in possession or under the influence of drugs or alcohol will be removed immediately and face discipline consequences. Parents will be held responsible for transportation of their student in these circumstances.
- To attend any weekday dance, students must be present that day at school. To attend a Saturday dance, students must be present the last school day before the dance.
- No costume attire is permitted.
- Once a student (or guest) leaves the dance, they will not be permitted to re-enter the event.

DELIVERIES TO STUDENTS

Our main office does not accept items dropped off during the school day. This does include backpacks, lunchboxes, homework, PE clothes, extracurricular items, projects, etc. The only exception is medication, eye and dental wear. We do understand this may be an adjustment, but the lesson learned will far outweigh the relief of rescuing them. Please help us help our students become self-sufficient and responsible before they transition to post-secondary education and/or career.

FINAL EXAMS

Exams are given on the final days of the school year. School is cancelled for inclement weather frequently during the winter season. Please plan on additional days being added to the school calendar. Please refer to class syllabus to determine grading for final exams.

All students are required to get pre-approval before any make-up exam dates will be scheduled. Students are not permitted to take exams early, the school will designate the date(s) for make-up exams if necessary.

Senior Exemption for Non-EOC Final Exams:

1. Individual teachers may require a class to take the final exam and not allow the exemption. This decision must apply to all the teachers' classes in which senior students are enrolled and cannot be used on a per class or individual basis.
2. Course Grade Requirement: Students in a year-long course must have attained a 90% average in the course at the time of the exam. In order to be exempted from a semester course in the second semester, the student must have a 90% average at the time of the exam.

Exam exemptions will not be granted for semester courses in the first semester.

3. In order to be exempt from a Math, English, or Social Studies course, the senior student must have met or exceeded the College and/or Career Readiness (CCR) Benchmark in that area. Social Studies exemption will be based on attainment of CCR in Reading.
4. Attendance Requirements: In order to be exempt from any final exams, a senior student may not have 6 or more unexcused attendance events *at the time of the exam*.

Additionally, any student exempted from an exam, must be in attendance on the day of the exam. If the student is not present on the day of the exam, they will receive an "Incomplete" grade and be required to take a make-up exam or receive a 0% exam grade.

GRADUATION PRESENTATION

RATIONALE:

To encourage student self-evaluation, reflection, and goal setting to facilitate a smooth transition to higher education, to career/workplace, and/or to military service.

PROCESS:

Student Letters/Resumes/Presentation Proposal Form

- Students will submit a cover letter and professional resume.

- The cover letter and resume must be submitted to your English teacher by **THE DUE DATE**. Any letter or resume submitted after this date will receive a significant point deduction.

Student Presentations

- The panel will consist of a chairperson, teachers, and community representatives (i.e. business partners). The complete interview process will be no longer than **15 minutes**. Graduating students will be required to respond to various questions.
- Students should plan for no more than 15 minute presentations, which includes time for questions from the panel. Remember you must bring or secure all necessary items for the presentation.
- The panel will evaluate the presentation and the grade will be given to the student's English teacher.
- Students who attend any off-site program will be scheduled appropriately so classes will not conflict with their presentation.

Score

- Successful completion of the Graduation Presentation is one of the requirements for graduation from Randall K. Cooper High School. **Students must score at least 70 points on the scoring guide for successful completion as well as have completed the appropriate number of community service hours.**

LIBRARY/MEDIA CENTER

HOURS:

The Library Media Center is open from 7:00 a.m. – 3:30 p.m., including the lunch period for work (unless otherwise posted), to support all student and staff needs.

COLLECTION:

A diverse collection of books (print and electronic format) and electronic databases have been chosen to assist students in their academic and recreational reading needs. Access to the collection is through a web-based catalog and circulation system that can be accessed both at school and home. See the library/media center staff for database passwords.

CIRCULATION (Books):

Up to 5 books may be checked out for 3 weeks. Library book(s) must be present to be renewed. There is no fine or charge for a late book(s), however, a fee to replace any books or library materials that are lost or damaged will be charged. Students who have overdue items will be unable to checkout until the overdue items are returned or paid for if lost/damaged.

LIBRARY PATRON PROCEDURES:

Students should check-in at the front desk to inform library staff when entering the media center and let them know if they are on an e-hall pass. Upon leaving to return to class, students should let staff know to mark their return to class in e-hall pass.

BEHAVIOR

The library/media center is used for multiple purposes. To maintain an academic atmosphere, students are required to work quietly and be respectful of other students and staff working in the media center,

which would include not sleeping or lounging on the furniture. Student expectations are posted in the media center.

COMPUTERS:

The library computers are for student and staff use. Students must follow the Acceptable Use Policy for all technology used at Cooper High School. Students are not permitted to print from personal wireless devices, however students may use the library computers to print out school-related documents.

COMPUTER/DIGITAL MEDIA ETHICS

INTEGRITY and RESPONSIBILITY

Randall K. Cooper High School is unique in its ability to provide computer access to its faculty and student body. Federal and state law requires the confidentiality and security of individual and school data files. "Hacking" or breaking into files and/or programs, sending electronic messages via the network, using another's password, using others programs, or allowing others to use your password or program are serious matters. **In addition, destruction of computer hardware, such as removal of inventory tags, disabling mice and/or keyboards, and similar acts are unacceptable. This behavior will not be tolerated and is subject to disciplinary action deemed necessary by the principals.**

Unauthorized photography/videography of Randall K. Cooper High School staff and students is strictly prohibited during school or at school events. Anyone who uses such material with the intent to demean, defame, or otherwise deface the reputation of Randall K. Cooper High School, its students, or its staff will face school disciplinary consequences and/or legal repercussions.

COMPUTER USAGE/ON-LINE/DIGITAL MEDIA POLICY

Access to information is a fundamental right of citizenship and access to information resources should be provided to all students. The school supports the use of electronic resources/digital media provided that such is based upon appropriate usage of resources. Therefore, it is imperative that students and staff develop the appropriate skills to analyze and evaluate such resources.

Electronic resources provide unprecedented opportunities to expand the scope of information to users. Telecommunications, electronic information sources and networked services have significantly altered the information landscape of schools by opening classrooms to a broader array of resources and access to the global community. Board Policy 8.1353 and Board Policy 8.2322 requires that materials be consistent with district-adopted guidelines, support and enrich curriculum and address instructional needs, student learning styles, abilities, and developmental levels.

Since telecommunications/digital media and the use of the Internet opens classrooms to electronic resources that have not been screened by educators for use of students at various age levels, independent student use of such resources will be permitted upon submission of permission/agreement forms by parents of minor students (under 18 years of age) and by the students themselves.

The school expects that staff will integrate use of such information throughout the curriculum and provide guidance and instruction to students in the appropriate use of such resources. Staff will consult the guidelines for instructional materials contained in Board Policy 8.1353 and Board Policy 8.2322 and will honor the criteria for selection of instructional materials, as much as possible while working with students.

Randall K. Cooper High School policy regarding student rights and responsibilities in utilizing the school network, the Internet, and digital media, the following are not permitted:

- Displaying or transferring of offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computer systems or computer networks, or computer equipment in any way
- Violating copyright laws
- Loading and/or playing games
- Utilizing storage devices that are brought from outside the school environment
- Downloading files of any type (ex, exe, txt, gif, etc.)
- Using another's password
- Trespassing in another's folder, work, or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- **Any unethical / breach of the integrity of the electronic system**

PARENTAL INFORMATION REGARDING THE USE OF INTERNET/ELECTRONIC MAIL/DIGITAL MEDIA

The school is pleased to offer students of Randall K. Cooper High School access to the school computer network for the Internet and electronic mail when **educationally appropriate**. The Internet, a global electronic information infrastructure, is a network of computer networks used by educators, businesses, the government, military, and other organizations. In schools and libraries, the Internet can be used to educate, inform and entertain. As a learning resource, the Internet is similar to books, magazines, videos, and other electronic informational sources. Likewise, digital media is a valuable tool to be utilized in the educational process, but it must be used for educationally appropriate purposes.

To gain access to Email, the Internet and to use digital media, all students must obtain parental permission and must sign and return the attached form to the School Technology Coordinator.

Access to the Internet and email will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make the Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and

guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the school supports and respects each family's right to decide whether or not to apply for access.

INTERNET & ELECTRONIC MAIL (E-MAIL) RULES

Students are responsible for their behavior on school computer networks just as they are in a classroom or a school hallway. As communications on the network are often public in nature, general school rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. **Parent permission is required and access is a privilege - not a right.**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed.

Network administrators may review files and communications to maintain system integrity and ensure that the users are using the system responsibly. Users should not expect that files stored on the district servers would always be private.

Within reason, freedom of speech and access to information will be honored.

- Student access to the Internet is only available under direct supervision of a teacher, instructional assistant, or other trained adult volunteer.
- Filtering Software: Boone County School District has filtering software which allows the administration to filter out sites based on certain terms and keeps a detailed log of user activity. In addition, Boone County School District and its schools are connected to the state proxy system which may block sites that are deemed inappropriate.
- Boone County School District and its schools can and will use auditing procedures to determine whether education technology is being used for the purpose of accessing sexually explicit or other objectionable material

Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

As outlined in school policy and procedures on student rights and responsibilities while utilizing the school network, the Internet and digital media, the following are **not permitted**:

- Violating copyright laws
- Downloading of any software or games
- Downloading or copying of any web pages
- Downloading of any pictures or text files without specific permission of the teacher for each occurrence
- Accessing personal email accounts or chat rooms
- As well as the denied activities from the computer usage/online policy

- Taking or transferring digital media without permission of the teacher.

Violations may result in loss of access as well as other disciplinary or legal action as determined by the administration.

Before a student can access the school network and Internet for research materials, the student must perform the following procedures:

- **Read the District Computer Usage for Internet/E-mail/Digital Media Rules and Regulations.**
- **Sign the District Network and Internet/E-mail/Digital Media User Agreement.**
- **Have a parent or guardian read and sign the District Network and Internet/E-mail/Digital Media User Agreement.**
- **Return the signed agreement to the School Technology Coordinator.**

TELECOMMUNICATION DEVICES - RESPONSIBILITY

A telecommunication device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor is considered under this policy. This includes devices (such as but not limited to cell phones, iPods, iPads, smart watches, etc.) that can send and/or receive messages.

Cell phones are to be silenced from 7:40 – 2:25 with the exception of lunch/hallways or at a teacher's request.

Randall K. Cooper High School policy states that all telecommunication devices are to be turned off and put away from 7:40-2:25 with the exceptions stated above. Students using telecommunication devices while on school property or while attending any school-related event (field trip, athletic event, etc.) must do so appropriately. For the safety of everyone in our building, students must utilize only one earbud/headphone when in hallways. This includes both on and off campus activities. Inappropriate use of telecommunication devices includes, but is not limited to the following:

- Poses a threat to academic integrity, such as cheating
- Violates confidentiality or privacy rights of another individual
- Is profane, indecent, or obscene
- Constitutes or promotes illegal activity or activity in violation of school rules (Tik Tok challenges, etc)
- Constitutes or promotes sending, sharing, or possessing sexually explicit messages, photographs, or images using any electronic device

Violators may have the item confiscated and DO NOT have the right to remove their SIM card or battery from the device. Violators will be reported to the appropriate school administrator and may be subject to disciplinary action.

The use of a musical device (iPods, mp3 players, earbuds, etc.) may be utilized during the school day for listening to music **upon teacher approval**. If a teacher asks a student to put away one of these devices, the student must follow the directive or administrative intervention may be necessary.

Electronic devices are allowed for use in school for teacher-directed academic purposes.

They should not be used to access the internet or email other people during the instructional day. Violators will be reported to the appropriate school administrator who shall treat the offense in the same manner as a telecommunication device outlined above. If a student is attending after school programs (ESS, computer labs, etc.) they are expected to adhere to the policy during these programs.

Student refusal to relinquish any electronic device when requested by a faculty member may result in the immediate administrative intervention and discipline of the student.

LOCKERS

Each student will be furnished a locker with a built in combination lock. **Students are to use only the locker assigned to them.** It is very important that students do not bring valuables to school or leave money and other valuables in their locker. When using PE lockers during class or Athletic lockers for after school activities (including the field house), students are to bring their own combination locks to secure their belongings.

Lockers are the property of the school and may be opened for inspection when deemed necessary by the school administrators.

Damage or theft of student belongings, including school texts and personal property, while in a school locker is the responsibility of each student. A student should not share their combination with anyone or place possessions in an unlocked locker. Students should not rig their lockers in any way to ease/assist the opening in a quicker fashion. This may compromise the safety of the contents.

LOST AND FOUND

Lost/found articles should be turned into the main office. The school, however, is not responsible for the replacement of lost or stolen items.

LUNCH PRICES

High School students will pay \$2.00 for breakfast and \$3.50 for lunch. Adults will pay ala cart for breakfast and for lunch. Free/Reduced Lunch Program applications are available in the main office at all times. Families are required to re-apply each year.

For the safety and confidentiality of all students and staff, parents (guests) are not permitted to visit a classroom or eat lunch with students. Please direct questions to administration.

NO PASS/NO DRIVE BILL

HB 32, amending KRS 159.051 became effective June 26, 2007 and is intended to support dropout prevention and to provide an incentive for students to stay in school and pass their courses. The "No Pass/No Drive" statute results in the denial or revocation a student's driver's license for academic deficiency, or dropping out of school as a result of excessive or unexcused absences. Academic deficiency

is defined as a student who does not have passing grades in at least four courses of the six (in a traditional schedule) in the preceding semester. A student is deemed to have dropped out of school when he/she has nine (9) or more unexcused absences in the preceding semester. Any absences due to suspension shall be unexcused absences.

**Permit Forms are available on Cooper's website under Students→Driver's License Information. Please allow twenty-four (24) hour processing time.

PARENT PARTICIPATION

Randall K. Cooper High School values the important role parents play in the educational process. We encourage parents to participate in a variety of venues.

PTSO (Parent Teacher Student Organization): We have an active PTSO that supports the school in a multitude of ways throughout the school year. If you are interested in volunteering in any capacity for the school, please consider joining the PTSO for resources and information. (All volunteers must have an up to date background check on file). See the PTSO section of the Cooper's website for specific details at Parents→PTSO.

SBDM (School Based Decision Making): Each year RCHS hold parent elections for the two members that will serve on the SBDM. Parents are also encouraged to attend meetings as many important school decisions are made by the SBDM.

PARKING

Parking at Randall K. Cooper High School is a privilege and not a right and requires the possession of an officially issued parking permit that is prominently displayed. **Parking privileges may be revoked without refund at the discretion of the principals for reasons listed below. A parking permit that is revoked shall remain revoked for the remainder of the school year. The signed application is a tacit agreement to tow that car if it is parked in an unauthorized space or without permission. The parking sticker only reserves a space for the parking privilege and does not cover insurance claims.**

Eligibility –To be eligible to purchase a parking pass:

1. Student must have a valid Kentucky operator's license at the time of application for a parking pass.
2. Student must meet all requirements of the Kentucky No Pass No Drive statute at the time of application. If a student is granted an exemption per the appropriate legal process, a Parking Contract may be considered by the student's assigned administrator. However, the No Pass No Drive exemption does not guarantee the issuance of a parking permit.
3. Student must have fewer than 6 unexcused absences to school in the prior school year.
4. Student must have fewer than 6 unexcused absences and/or tardies to school in the current school year.
5. Habitual violators of the discipline code of conduct or those who have committed a Tier III violation during the current school year will be ineligible for a parking pass.
6. Student must have paid all school fees prior to purchasing a parking pass.

Requirements - To maintain a purchased permit, the following conditions must be met (violations of any of the following may result in parking privileges being revoked without refund):

1. Agree to drive in a proper manner, not recklessly, and observing a 20 MPH speed limit while on campus.
2. **Student is responsible for his/her own parking permit and they may not allow another student to use their permit for any reason.** This will result in an automatic loss of parking privileges.
3. **Student must park in their assigned spot or their parking privileges may be revoked.**
4. Agree to respect the property of students, staff, & visitors by not vandalizing or causing purposeful damage in any manner.
5. Agree to not have any profane, sexual, or other suggestive material visible on/in the vehicle while on campus.
6. Agree to display Cooper High School parking permit on the vehicle. Failure to do so may result in loss of parking privilege.
7. Agree to leave the car upon arrival on campus, and agree to not bring illegal substances, tobacco, alcohol, weapons, or any other items that would be cause for loss of parking privilege and other disciplinary action. **All cars on campus are subject to search, and appropriate disciplinary action will be taken if illegal substances are found (including notification of the proper authorities). By signing below you are agreeing to allow your car to be searched if any suspicion of a violation exists.**
8. **Students who commit a Tier III violation will lose their parking privileges for the remainder of the school year.**
9. If a student's parking privileges have been revoked they may not drive another car on campus or use another student's parking permit.
10. Agrees to show respect for the parking lot attendant and school officials in matters regarding parking privileges.
11. Agree to keep vehicle locked while parked on campus.
12. **Student drivers who are truant to school may have their parking permit revoked after 6 unexcused absences and/or tardies. Typical morning traffic on and around campus is NOT a valid excuse for being tardy.**
13. **Students who leave campus without permission will have their parking privileges revoked.**
14. **Students may not return to their car during school unless they receive permission for an Administrator in the case of an emergency**
15. **Students (with or without RCHS parking permit) may NOT park in the visitor spaces or the handicapped spaces or at Longbranch Elementary School. Administration may revoke parking privileges.**
16. **If your parking has been revoked, adjacent neighborhoods and soccer fields are off limits for parking.**

***Student drivers will be released by 2:35 p.m. each day after our buses depart.**

RESIDENCY

Students attending Cooper High School must live within designated boundary. If there is a question as to residency of student, the principal/designee shall request proof of residence. This proof shall be in the form of utility receipt, building contract, and/or public document with the student's, parent/guardian's address printed legibly on it.

SCHOOL BUILDING AND PROPERTIES

Randall K. Cooper High School was funded by and is maintained with Boone County tax monies. Damage to the building, equipment, buses, books, outdoor facilities, and property must be paid for by the community. Help protect our school by refraining from damaging the property and reporting any such damage committed by others. Persons committing such acts of vandalism will be held accountable. Let's all take pride in our beautiful facility and help keep Cooper High School an outstanding school!

SCHOOL PUBLICATIONS

There is currently one authorized and recognized publication at Randall K. Cooper High School: the yearbook. Occasionally the journalism courses do produce a school newspaper as well. These school publications exist to provide students with an educational direction for journalism. They do not exist as a public forum.

The school-sponsored publications at Cooper High School print a wide range of information and opinions and follow editorial guidelines that prohibit libelous material and personal attacks on students and staff. No material shall be published that is vulgar or lewd; that promotes or encourages illegal drug use; that infringes upon the rights of other students; or that disrupts or interferes with the work and discipline of the school.

All articles, photographs, and submissions to school publications are subject to review and editing by the administrative staff of Cooper High School. The administrative staff shall have the authority to exercise editorial control over the style and content of all articles, photographs, and submissions. The administrative staff may restrict or prohibit the publication of any article, photograph, or submission if such restriction or prohibition is reasonably related to legitimate pedagogical concerns.

This school publication's policy is intended to promote academic achievement and an accurate public perception of Cooper High School and its students.

TEXTBOOKS/CLASSROOM RESOURCES

Textbooks/Classroom Resources are rented to the students at \$8.00 per class annually. Textbook/Classroom Resource fees will be collected by the financial secretary. Students are responsible for these textbooks/classroom resources and must return them when the course is completed. Fines will be assessed for damaged or lost books/resources. Many textbooks will be online now and in the future.

WEBSITE

Cooper High School's web address is cooper.boone.kyschools.us.

Please check the website often for announcements, important school information, and valuable resources. Typically, faculty and staff e-mail addresses are their first name.last name@boone.kyschools.us.

ATTENDANCE POLICY

ABSENCES

Educational research indicates that a significant correlation exists between attendance and grades in school. The attendance policy at Randall K. Cooper High School reflects the belief that students' academic success depends on regular, punctual attendance. Good attendance is essential if a student wishes to receive the knowledge and skills necessary to perform adequately in the classroom and the professional world.

ALL student absences (defined as 60 minutes or more, with tardies being 59 minutes or less) require a written note signed by a doctor, parent or legal guardian upon a student's return to school. Students are responsible for turning in all absence notes within 3 days of the absence or it will remain unexcused.

Cooper High School will allow a total of six (6) notes signed by a parent or a legal guardian and ten (10) doctor's notes to be excused. If there are more than 16 full days excused, a Medical Excuse form may be required to be completed stating the student was seen in the doctor's office, and returned to be reviewed by school officials within 3 days of the absence in order for the absence to be excused.

*Medical excuse form may be required only after 16 absences, and each absence thereafter.

***An automated computer system will call home when a student is absent.**

EXCUSED ABSENCES are absences from school caused by illness, death in the immediate family, personal injury or any other absence defined by the principal or his designee as a valid excuse. Any student with a valid excuse will be provided the opportunity to make up his/her missed work, within a reasonable length of time, as decided by the principal. Please see the following:

1. **Illness and/or Doctor Appointments** – Students are permitted up to six (6) excused absences per school year when a parent/legal guardian and 10 signed doctor's notes are submitted. Doctor visits should be scheduled after school hours, if possible. An original doctor note should be submitted upon student's return. *Students should still come to school before or after appointments to avoid a FULL DAY absence. *The administration may approve additional days based upon the circumstance. ***Documentation is required when the student returns to school even if the parent/guardian calls in the absence.**
2. **Death in the Immediate Family (FNE)** - A funeral card/program must be submitted to be excused as a funeral excuse. Students are permitted one (1) funeral day per event.
3. **Court Appearances (LGE)** – A note from the court should be submitted upon the student's return.
4. **Appointment for Driver's Test (LGE)** – A note from administering official or the official tally sheet should be submitted upon the student's return.
5. **College Visits (CVE)** – Seniors are permitted three (3) visits, Juniors are permitted two (2) visits, Sophomores are permitted one (1) visit, with documentation from the college on their official letterhead.
6. **Educational Enhancement Opportunity (EHO)** – An EHO day is a prearranged absence. An EHO form **must** be submitted and approved by the principal **PRIOR** to the date of absence. It is the student's responsibility to arrange for all class activities and assignments to be requested prior to the absence,

and turned in upon return. Following the absence, a summative report (one (1) page per day taken) must be submitted within one week of the student's return to the attendance office in order for the EHO to be used. An EHO form and report requirements can be found on Cooper's website or in the office. EHO assignments is in addition to any work missed in any class.

UNEXCUSED ABSENCES are those for which no legitimate cause is shown or given. All days of suspension will be considered unexcused. Students may not receive credit for unexcused absences. Per the Kentucky Revised Statute (KRS 159.150):

Please Note: *Any student who has attained the age of six (6) years, but has not reached his/her eighteenth birthday, who has been absent from school without valid excuse for three (3) or more full days, or tardy without valid excuse on three (3) or more full days, is a truant. Any student enrolled in a public school who has attained the age of eighteen (18) years, but has not reached his/her twenty-first birthday, who has been absent from school without valid excuse for three (3) or more full days, or tardy without valid excuse on three (3) or full more days, is a truant.*

ATTENDANCE & AFTER SCHOOL ACTIVITIES

In order to participate in or attend a school-sponsored event (Homecoming, drama productions, field trips, athletic contests, Prom, etc.) students must attend school that day or the day prior if the event occurs on a weekend. The student must be in attendance for at least one-half of the school day. Exceptions may be made by approval of a school administrator; examples of acceptable excuses include funerals, court appearances, or accidents.

EARLY DISMISSAL PROCEDURE

A parent/guardian picking up a student during the school day should come to the main office to sign the student out of school. The school is responsible for the safety of each student; therefore, parents (or any other adult picking up a student) must show identification before students can be released and must be listed on the student information card kept on file at the school.

Please follow the steps below when driving students are leaving:

1. If a student needs to leave for an appointment during the school day, he/she should bring a note from his/her **parent/guardian stating the student's full name, date, dismissal time and reason**. This note should be presented to the attendance office when the student arrives at school.
2. The attendance office will call to verify permission from the parent. This call will be made regardless of the student's age.
3. **The student should report to the main office to officially sign out of school before leaving the building.**
4. **Students enrolled in any dual credit classes or district program (off campus) must sign-in and out to record attendance in the building for safety purposes.**

END OF SCHOOL DAY DISMISSAL PROCEDURE

To ensure the safety of all students and for our buses to leave in a timely manner, our dismissal procedure is as follows:

2:25 pm – Students who ride a bus are dismissed

2:35 pm – Car riders, student drivers and those participating in after school activities are dismissed

TARDIES

TARDY TO SCHOOL

Students who arrive late to school must report to the main office. At Cooper High School, students are expected to be in the classroom preparing for class at 7:40 a.m. Students arriving after the aforementioned time, who were not on a late bus, are considered tardy to school and must report to the attendance office, sign in as being late to school and receive an admit slip to first period. A student absent during the school day 59 minutes or less will be considered tardy. Students may receive three (3) excused tardies per year when a parent note is submitted or parent signs student in/out. The administration reserves the right to decide upon the validity of the tardiness.

TARDY TO CLASS

For periods 2-6, students are considered tardy to class if they do not report on time. Tardies to class are tracked throughout the school year. More than 3 tardies in a school year will be subject to school discipline.

RCHS GUIDELINES FOR STUDENT CONDUCT

STUDENT CODE OF CONDUCT

All students should comply with the lawful rules and regulations for the governing of Boone County Schools, as defined in the Code of Conduct book approved by the Boone County Board of Education. Willful disobedience or defiance of the authority of the school staff, habitual profanity or vulgarity, or other gross violation of propriety or law constitutes cause for suspension. ***All students are required to follow the directions of all faculty and staff of Cooper High School.***

DAILY PROCEDURES AND POLICY:

1. When in doubt, **ASK** a teacher, counselor, or principal about activities and rules of Cooper High School.
2. Students are expected to attend school regularly and on time, and should be in their assigned room at the designated time.
3. Students must remain in assigned areas on campus.
4. Students driving to school must leave their cars and enter the building immediately upon arrival. Homebuilders, Fire/EMT, Ignite Students, Vocational School Programs are provided buses to go to their program and back. Students are expected to be at school on time to catch the bus to those program. Failure to do so or repeated incidences of missing the bus will be subject to school discipline. ***Driving to any of these programs must have pre-approval from Administration.**
5. Students leaving class during instructional hours must possess an e-hall pass that is approved by the teacher.
6. Students summoned from class must report directly to the appropriate office.
7. Scuffling, wrestling or general horseplay is not permitted.
8. Students using or directing profanity, lewd or obscene language or gestures toward any staff member or student may be suspended.
9. **Students may not take food or beverages from the commons without permission, nor have commercially prepared food brought into the school.**
10. Gambling and games of chance are prohibited on school property.
11. Students who are not attending an after-school activity, program or event sponsored by a faculty member, may not remain at school after hours.
12. Students may not trade/sell items at school. This may result in disciplinary action.
13. KRS 158.150 (4) School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the district transportation system pending any further disciplinary action that may occur.

ACCEPTABLE CONDUCT BETWEEN STUDENTS

Conduct between students while at school should be such that students, faculty, nor visitors are offended or embarrassed. Student relationships are a vital part of maturing and should be kept on a wholesome level at all times.

LINK

“Laboratory to Instill New Knowledge” is a program designed to provide students the opportunity to remediate behavior. Students will be provided the opportunity to continue with class work while receiving behavioral interventions.

DETENTION

Detention is a supervised program designed to remediate problem areas. Detention will be held Monday – Thursday, after school from 2:30 p.m. - 3:15 p.m. Students are required to take student materials, which will consume the entire 45-minute period. Twenty-four (24) hour notice will be given to the student prior to the assigned detention. Failure to keep detention will result in further disciplinary action. Teachers may assign their own detention and shall provide written record to student/parent stating the date of detention. Transportation from the detention is the responsibility of the student and/or their parents/guardians.

LUNCH DETENTION

Lunch detention is designed to remediate student behavior. Lunch detentions will take place during the student’s assigned lunch time. They are permitted to pack their lunch or purchase a school designated lunch. Students are expected to follow all rules designated by the monitor to fulfill their disciplinary obligation.

FRIDAY ALTERNATIVE SUSPENSION PROGRAM

Purpose: Friday Alternative Suspension Program provides a structured, meaningful alternative to the standard out-of-school suspension. It may also offer an opportunity for students whose grades are in jeopardy, or attendance issues arise to concentrate on their academics under the supervision of a certified teacher and make up necessary time lost.

Hours: 2:30 p.m. – 6:30 p.m. Students should report to the assigned location with materials to keep them actively involved with their class work for the duration of the Friday School. A restroom break will be provided by the instructor.

Misbehavior: Students asked to leave because of inappropriate behavior during Friday Alternative Suspension Program or students not attending an assigned FASP, could result in suspension.

Transportation: Transportation to the FASP is the responsibility of the students and/or their parents/guardians.

SEARCH AND SEIZURE

In promoting the process of education and protecting the health and welfare of students, administrators may conduct a search of school property or personal belongings. The U.S. Supreme Court has supported the right of school officials to conduct a proper search with the purpose of protecting the health and welfare of school persons. Any illegal items seized in such a search will be confiscated and may be turned over to law enforcement agents. Items such as firearms, fireworks, knives, drugs, alcoholic beverages,

pornographic material, or items that are cause for disciplinary action will be reasons for searches. Refusal will result in a suspension.

1. All students must be aware that lockers, desks, cabinets, closets, rooms and other school buildings and facilities are the exclusive property of the Board of Education and may be searched from time to time to prevent violation of the student code of conduct.
2. The principal or designee, only upon a reasonable suspicion of violation of student code, state or federal regulations, may conduct a search.
3. A further search of the student's person, string bag, handbag, backpack, athletic bag or clothing may then be conducted if a reasonable suspicion exists.
4. Additionally, student lockers and/or vehicles located on school property may be the subject of a lawful search.

DRUGS AND ALCOHOL

No student while in or on the premises owned, leased, rented or controlled by the Board of Education shall dispense, distribute, manufacture, sell, traffic in, transfer, possess, consume or use any controlled substances or alcoholic beverages in violation of KRS Chapter 218 A, or in any other way dispense, distribute, manufacture, sell, traffic in, transfer possess, consume or use any controlled substances or alcoholic beverage in violation of laws, ordinances, or regulations of the United States of America, the State of Kentucky, the City of Union, Kentucky, the Board of Education of Boone County, or any other their respective agencies and instrumentalities.

Violations are subject to disciplinary actions as follows:

Any pupil who violates this regulation will be subject to immediate suspension according to the District Code of Conduct:

- a. Student will receive due process.
- b. Student will be detained under administrative supervision until parents or legal guardians are called and informed of the violation.
- c. A letter stating the charges or conditions of suspension will be mailed to the parents or legal guardian.
- d. A written notification must be delivered to the superintendent.
- e. Proper legal authorities will be notified.

TOBACCO

"The staff and administration at Cooper High School recognizes that the use of tobacco is harmful to your health. It can lead to the development of diseases and cause death."

Use or possession of tobacco or tobacco related products (e-cigarettes, vapor, hookah cigarettes, dip, chewing tobacco, etc.) on school property by students is in violation of Kentucky State Law, KRS 438.050. Therefore, it cannot be permitted anywhere on school grounds by students. Student offenders will be disciplined per school/district policy and may be legally cited for violating state law.

GUN FREE SCHOOL ACT

Weapons, as described in Section 921 of Title 18 of the United States Codes, are strictly prohibited at Cooper High School. Students found in possession of weapons will be disciplined in accordance with Boone County Board of Education Policy and the Gun-Free School Act of 1994.

BULLYING/HARASSMENT

The 2008 House Bill 91 (HB 91) requires school districts to have plans, policies, and procedures dealing with measures for assisting students who are engaging in disruptive and disorderly behavior, including harassment, intimidation, bullying of another student, or cyberbullying in the prohibition of student harassment, intimidation, and bullying.

Randall K. Cooper High School will enforce strict policies relating to bullying or harassment.

Bullying is a nationwide issue that schools are attempting to clarify and bring awareness in order to stop this activity from occurring in our schools. A commonly accepted definition for bullying is: "A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself."

This definition includes three important components:

- Bullying is aggressive behavior that involves unwanted, negative actions.
- Bullying involves a pattern of intentional behavior repeated over time.
- Bullying involves an imbalance of power or strength.

Bullying is NOT an honest mistake, an isolated incident, a lapse in judgment or a conflict between friends. Friends are going to disagree, argue and possibly say unkind things. This does not constitute bullying behavior. We must teach healthy ways to address disagreements, conflicts and hurt feelings. It is important for teenagers to understand that conflict is normal and healthy in relationships and should be handled respectfully. Learning to handle conflict appropriately maintains the integrity of the relationship. When addressing conflict appropriately, it allows students the opportunity to discuss a situation instead of trying to hurt the other person.

"In the end, we will remember not the words of our enemies, but the silence of our friends." - Dr. Martin Luther King Jr.

DEFINITIONS:

A person is guilty of **harassment** when with intent to intimidate, harass, annoy, or alarm another person he or she:

- (a) Strikes, shoves, kicks, or otherwise subjects him to physical contact; or
- (b) Attempts or threatens to strike, shove, kick, or otherwise subject the person to physical contact; or
- (c) In a public place-makes an offensively coarse utterance, gesture, or display, or addresses abusive language to any person present; or
- (d) Follows a person in or about a public place or places; or

- (e) Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
- (f) Being enrolled as a student in a local school district, and while on school premises, on school-sponsored transportation, or at a school-sponsored event:
 1. Damages or commits a theft of the property of another student;
 2. Substantially disrupts the operation of the school; or
 3. Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment. Including use of photography, video material, recording devices and social media.
***These practices are strictly prohibited and subject to school and legal ramifications.**

HARASSMENT, AS DEFINED IN THE PARAGRAPH OF THIS SECTION, IS A CLASS B MISDEMEANOR.

A person is guilty of harassing communications when with intent to intimidate, harass, annoy, or alarm another person he or she:

- (a) Communicates with a person, anonymously or otherwise, by telephone, telegraph, mail or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication; or**
- (b) Makes a telephone call, whether or not conversation ensues, with no purpose of legitimate communication; or
- (c) Communicates, while enrolled as a student in a local school district, with or about another school student, anonymously or otherwise, by telephone, the Internet, telegraph, mail, or any other form of electronic or written communication in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

Harassing communications is a Class B misdemeanor.

ANONYMOUS ANTI-BULLYING & SCHOOL SAFETY REPORT IT!

If you have information about a threat to our safety, do your part to report it!

Bullying, Intimidation, Harassment, Weapons and Drugs. You CAN remain anonymous. There are four easy ways to report:

- | | |
|--|---|
| Online: http://1009.alert1.us | Text: #1009@tip (+your tip) to ALERT1 (253781) |
| Email: 1009@alert1.us | Phone: 1-855-4ALERT1 ext. 1009 |

In addition, the commission of unwelcome acts of sexual/racial nature toward teachers, other student, or any person in the building or on the grounds of Cooper High School in any form, whether it be visual, written, verbal, physical, quid pro quo verbal, or physical force is prohibited by federal law. Violations of this nature should be reported to the principals. **After due process, violators will be subject to school disciplinary actions as well as possible criminal and/or civil action. False accusations may result in disciplinary action for the accuser.**

ACADEMIC INTEGRITY POLICY

The faculty and staff of Randall K. Cooper High School believe that integrity and honesty are essential in all student assignments. Academic dishonesty is strictly prohibited and will result in appropriate disciplinary action according to school and district policy. Students committing an incident of academic dishonesty will be subject to the disciplinary consequences listed below. The review of misbehavior and assignment of consequences is left to the discretion of the school administration.

1st offense: Student(s) will receive a zero on the assignment until it is completed, according to a contract agreed upon by the teacher, parent and student.

2nd offense: Student(s) will receive a zero on the assignment until it is completed, according to a contract agreed upon by the teacher, parent and student. In addition, the student will serve school detention(s).

3rd offense: Student(s) will receive a zero on the assignment until it is completed, according to a contract agreed upon by the teacher, parent and student. In addition, the student will serve one or more Friday schools.

Academic dishonesty is termed as any deliberate act(s) that allow a student to gain an unfair advantage on any school assignment.

The following represent some basic types of academic dishonesty. (These examples are to only serve as a guide, and are not meant to serve as an exhaustive listing):

(1) CHEATING: The giving or receiving of information on any school assignment (homework, test, or quiz) that is not authorized by the instructor.

(2) PLAGIARISM: Presenting material that in part or whole is not entirely one's own work without proper acknowledgement of the source. Plagiarism must be distinguished from cooperation and collaboration. It should be noted that students are often permitted and encouraged to work on assignments collaboratively, and to present their work either collectively or separately. It must be clearly understood by all when students may cooperate and collaborate on such assignments.

(3) FABRICATION: Altering or inventing any information, data, or acknowledgement that is included on a school assignment or official school record. (This includes midterm and quarterly grade reports and transcripts).

(4) OBTAINING AN UNFAIR ADVANTAGE: Gaining access in any way to test or assessment materials; stealing, destroying, or defacing school materials with the purpose of depriving others or interfering with the educational process; unauthorized collaboration on academic assignments; intentionally interfering or obstructing another student's academic work; any activity intended to create or obtain an unfair academic advantage.

(5) AIDING & ABETTING ACADEMIC DISHONESTY: Providing material, information, or other assistance to a person with a reasonable knowledge that such assistance could be used in an incidence of academic dishonesty; providing false information in connection with any inquiry regarding academic dishonesty.

(6) UNAUTHORIZED ACCESS: Gaining access to any academic records or computer record keeping system in order to view, alter, destroy, or release such records; interfering with the use or availability of computer systems or information.

Artificial Intelligence (AI) is not a substitute for completing school assignments/assessments. Any use of AI without teacher permission and direction will be considered a violation of Academic Integrity policy.

BUS PROCEDURE

Student bus responsibilities are as follows:

1. The right of students to ride the bus is contingent upon appropriate behavior and observance of state law and policies adopted by the Boone County Board of Education.
2. Students shall not vandalize or deface the bus or its properties.
3. Students are not to use tobacco in any form, alcohol, indecent or profane language, or any controlled substance at any time while be transported on a school bus. Students are not permitted to sit in the driver's seat or touch the controls at any time.
4. Students shall immediately report any damage to the bus to the bus driver.
5. Students shall not throw paper, or any items from the windows or on the floor of the bus.

*School and District Code of Conduct Guidelines apply at all times while students are being transported by school buses.

**The principal has the responsibility of maintaining discipline on all school buses. The principal is authorized to suspend bus riding privileges immediately for any student who is reported by the school bus driver. Limited bus service occurs when driving conditions are such that travel on some roads would be dangerous. The bus driver will make arrangements with the riders on his/her route about the procedure to be used during inclement weather.

CLASSROOM COURTESIES

1. Students are expected to enter the classroom quietly. Students must be in class by the designated time for class to begin. An excessive number of tardies will result in referral to the office for disciplinary action. (See tardy policy.)
2. Students are expected to bring appropriate supplies to each class period. Generally, this includes textbooks, assignment books, homework, paper, pens, pencils, notebooks and Chromebook.
3. Students are expected to follow all teacher instructions during class time and remain quiet and respectful during all teacher/student/visitor presentations.
4. Students should complete all assignments to the best of their ability during class time and allow other students the opportunity to do the same by using appropriate classroom behavior.
5. Writing on desks, walls, restrooms, or other school property is unacceptable and subject to disciplinary action by school administration.
6. **Class will be dismissed by the teacher, not the clock.** Please be courteous by remaining in your classroom until you are dismissed.

CELL PHONE EXPECTATIONS

All teachers/staff will encourage students to put cell phones away when entering the classroom learning environment. Cell phone use for educational reasons will only be used at teacher discretion.

Classroom violations will be handled according to discipline listed below:

1st violation- warning

2nd violation- warning/parent contact

3rd violation- parent contact/teacher detention

4th violation- teacher can choose to complete a discipline referral and will make parent contact.

FIELD TRIPS

Field trips are an educational opportunity for students to have their learning enriched by real-world experiences. Students, however, must remember that while on such trips, are representatives of Randall K. Cooper High School and should act in a manner that promotes the positive image of this school. Furthermore, while on such trips, all school rules and disciplinary action apply. Students must be in good academic and attendance standing to attend any field trips.

HALL PASSES

Students may be excused from the classrooms during class with a hall pass approved by their teacher. Hall passes may be issued AFTER the first 5 minutes of class and BEFORE the last 5 minutes of class. Students will not be permitted to leave the classroom without the proper hall pass.

**Cooper High School uses an electronic hall pass. Students will be given instructions on how to use that the first day of school.*

OFF-CAMPUS EVENTS

Students who attend school sponsored off-campus events shall be governed by the rules and regulations of the Boone County Board of Education and are subject to the authority of school officials.

TECHNOLOGY POLICY

PERSONAL ELECTRONIC DEVICES

Possession and Use of Personal Electronic Communication Devices

Possessing and using personal electronic communication devices; including but not limited to cell phones, iPods, iPads, and lap top computers, at school is a privilege. Where a quiet atmosphere and/or privacy is expected; such as classrooms, locker rooms, restrooms, detention, LINK, Friday School, library, computer labs, or performances; these devices must be powered off and not visible, except if the supervising staff member grants permission. Sharing data between students during a classroom activity is permitted only with teacher approval.

Students are permitted to use electronic and musical devices (such as an iPod, or iPad) for approved purposes in common areas such as hallways, the cafeteria, and in JAM areas. Approved purposes do not include phone calls, texting, taking photos or video, or participating in social media interactions. Students are only permitted to wear one ear bud (this is for safety concerns-students must be able to hear directions from adults in the building). Students are expected to comply with teacher and/or staff requests related to this policy and use of their technology device. Any incident of non-compliance, lack of cooperation, or defiance will be considered an additional discipline violation at the discretion of an administrator.

Inappropriate Use of Personal Electronic Devices:

Students shall not use personal electronic devices in any manner that interferes with, disrupts, or adversely affects instruction, activities, or operations, including but not limited to conduct that may be considered to: (a) be a threat or an attempted intimidation of a student or staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise infringes on the rights of other students. Prohibited uses of personal electronic devices include, but are not limited to; using the device to take photographs in locations where students and/or staff have a reasonable expectation of privacy, producing, viewing, sharing, distributing, or disseminating an electronic picture or image of an indecent depiction of self or another person, cheating, or violating other student conduct rules. Students needing to contact a parent or guardian during the school day must have the permission of school personnel and may not use their personal electronic device for these purposes without staff approval. Students who feel ill and wish to make a home contact *must* do so through the building health clinic, not with their personal device.

At no time shall a student have possession of a laser pointer device while on school property or while attending a school-sponsored or school-related activity.

Addressing Violations of the Personal Technology Policy

A violation may include, but is not limited to:

- Using a device for non-instructional purposes.
- Using a device in class during a time that has not been permitted by the teacher.
- Not following instructions or a request from a teacher addressing the device – including discontinuing usage, removing it from a work area, putting it away, or placing it in an area of common view.
- Answering or sending communication via social media, text, or phone call to any party for non-instructional purposes. This includes communication from family that should be directed through the main office.
- Other usages or actions that cause disruption to the classroom or instruction.

Discipline Referral forms will be utilized to address and track violations of the Personal Technology Policy. In the circumstance of a violation, the student will be given a Discipline Referral form by the staff member with an explanation of the reasoning. The form will be given to the administration for tracking and appropriate consequential actions:

Artificial Intelligence (AI) is not a substitute for completing school assignments/assessments. Any use of AI without teacher permission and direction will be considered a violation of Academic Integrity policy.

RCHS STUDENT DRESS

Schools are educational institutions and high school students are expected to dress appropriately. No form of clothing or personal appearance will be allowed to interfere with the educational process or environment. School authorities may limit or prohibit any type or style of student dress, personal appearance or use of apparel, which, in the judgment of school officials, is deemed to create a disruption of the educational process or environment, including clothing that fits in an inappropriate manner.

The following attire is appropriate:

- Pants or jeans of the appropriate size and length which do not drag on the floor or expose skin or undergarment at mid-thigh, and any leggings must be without sheer or mesh panels at mid-thigh. Taping of holes will not be deemed appropriate.
- Shirts/blouses, sweatshirts, or T-shirts which do not display vulgar, profane, sexually explicit or implied meanings, double meanings, alcohol, tobacco or drugs, racially inappropriate items, items that reference violence (any weapon), or any other items deemed to be offensive by the faculty, staff, or administration.
- Shorts/skirts worn correctly that are mid-thigh without holes or tears.
- One device-only laptop case/sleeve or tablet jacket; sleeves/cases/jackets are only to be used to carry devices and are not allowed into the classrooms without a device. *No straps over the shoulder.

The following attire is considered inappropriate dress:

- Hats, hoods, visors, bandanas, or other headgear (including rollers, do-rags, etc.). These items should be removed upon entering the building before school and not worn until 2:25 p.m.
- Holes or frays in jeans/pants that are at mid-thigh. Must not expose skin or undergarments. Duct Tape over the holes is considered inappropriate.
- Leggings with sheer or mesh panels at mid-thigh.
- Sunglasses or swim wear
- Items of clothing that expose the midriff or physical features inappropriately. No crop tops. Suggestion/Tip – skin should not be exposed when raising your arms.
- Coats/jackets/purses/book bags in the classroom. (Students should leave these items in their locker during school hours for safety reasons—students will be permitted to carry a pencil bag to class.)
- Cut-off sleeveless shirts, tank tops, off-the-shoulder tops, see-through or lace clothing, halter tops, or other garments with spaghetti straps or other similar straps.
- Pajamas
- Accessories and clothing (jewelry, belt buckles, necklaces, etc.) with obscene, crude or rude writing pertaining to drugs, alcohol, violence (including weapons of any kind), sex, or racial context.
- Costume clothing
- Gang-related apparel of any kind.
- Backpacks or any book-carrying bag, case, or container in classrooms during the school day; all device carriers taken to classrooms should be small enough to carry the device only, not books or binders.

RCHS PROCEDURES

CAFETERIA

At lunch students are to proceed to the cafeteria in an orderly manner according to the assigned lunch schedule. **Food and drinks are to be consumed in the lunchroom only.** Students are not permitted to remain in their fourth period classroom while their class is at lunch (exceptions are with teacher permission for a project or extended time on an assignment).

Students must remain in the cafeteria during their lunch period. The main office restroom is available during lunch periods.

ENTRY TO SCHOOL

Upon arrival to school, students who drive should enter the building through the main entrance and proceed to the commons area. Students who arrive via the bus should enter through the south rotunda and proceed to the commons area. **Students must remain in the commons area until 7:25 a.m.** Students may not leave campus after arrival. Once a student enters the building, they are not permitted to go back to their automobile.

FIRST AID

The school first aid is for emergency situations or students who are ill. If a student must take medication (prescription/non-prescription) while at school, he/she must bring the prescribed medication in the original container to the first aid room along with specific instructions. The student is solely responsible for the time the dosage is to be taken. The first aid attendant will keep the medicine in the first aid room. Students are not permitted to be in possession of any drugs (perscription/non-prescription) at any time at school. Students needing to visit the first aid room must have signed permission from their teacher.

MESSAGES

Students will not be given messages of any kind during instructional time except in the case of an emergency. Messages will be held in the main office and delivered between class changes.

Parents/guardians should not text their child during the school day and expect to contact them as use of the cell phone during the school day is prohibited.

SAFETY PROCEDURES

All procedures for safety plans (fire, tornado, lockdown, etc.) will be shared with students within the first two weeks of school and practiced with students on a regular basis.

SCHOOL BASED DECISION MAKING (SBDM)

Cooper High School is governed by the SBDM. This council consists of the principal, three teacher representatives, and two parent representatives. The SBDM committee for the 2022-2023 school year is:

Principal: Mike Wilson
Parent: Robert Johns
Parent: Amanda Johnson

Teacher: Lauren Davis
Teacher: Bryley Murphy
Teacher: Malcolm Pugh

VISITORS

Each visitor is required to sign in, show photo identification at the desk in the main office, and wear a Visitor's Nametag at all times in the building. This registration is absolutely essential for visitors so the School Resource Officer and other staff will be able to identify persons who have been authorized to be in the building. **Board policy prohibits us from allowing students from other schools to spend the day with our students.** No exceptions will be made, except for foreign exchange students who have been approved in advance. Due to COVID-19, we may limit visitors to essential business only.

WATER/FOOD IN THE CLASSROOM

Current research supports students staying hydrated throughout the school day and that dehydration contributes to a number of short and long-term health problems. Cooper High School allows students to bring water to their classrooms as follows:

- Students must have a clear original water bottle such as those you can buy in a vending machine. RCHS does have a water vending machine.
- Students may not drink soft drinks, tea, juices, etc. in class. Water only!
- Students may not bring a personal waterbottle to class.
- FOOD is not permitted in the classroom (unless it is approved as an appropriate class related activity).

Students working on a computer may NOT bring their water to the computer. It must be left under their seat or at the desk.

RCHS ATHLETICS

Cooper High School encourages athletic participation for all students at all levels. Research validates that athletics is an important link in school success. Cooper High School will offer the following sports:

Fall Sports: Cross County, Football, Golf, Soccer, Volleyball, Cheer, and Dance

Winter Sports: Archery, Basketball, Bowling, Swimming, Wrestling, Cheer and Dance

Spring Sports: Baseball, Lacrosse, Softball, Tennis, and Track

ATHLETIC MISSION STATEMENT

An interscholastic athletic program as a co-curricular activity is an integral part of the total educational and growth experience at Randall K. Cooper High School. Student-athletes, coaches, and parents are called upon to work together in a true spirit of sportsmanship to assist in creating an environment in which positive values can be revealed, tested, and proven relevant both to participants and the entire school community.

ATHLETICS AS A SEGMENT OF THE EDUCATIONAL PROGRAM

Athletics are just one of the many parts of an educational program that is provided to students. The main reason that students are in school is to learn and therefore, academics always come first. Maintaining academic eligibility is the student's responsibility, not that of coaches, teachers, or parents. Eligibility can also be lost due to poor attendance, failing grades, discipline issues, or citizenship.

ATHLETIC ELIGIBILITY GUIDELINES

Whether coming out for a sport for the first time or coming out for a sport from another sport, each athlete must meet the following requirements before he/she may participate in practice or a game.

- The student-athlete must pass a physical examination (physicals are good for 1 calendar year).
- The KHSAA does not allow students who are not currently in the 7th grade or above to participate in high school athletics.
- The student-athlete's parent/guardian must complete and sign a Physical History and a Permission Form.
- The student-athlete must complete an Emergency Card.
- The student-athlete must be academically eligible.
- Parents must attend the parent meeting held at the beginning of the season.
- The student-athlete and their parent must sign the acknowledgement that they have read and understand the Student-Athlete & Parent Handbook.
- Each year each athlete is required to pay an athletic fee of \$35.00 for the first sport that they participate in and an athletic fee of \$15 for the second sport that they participate in.

ATHLETIC SCHOOL ATTENDANCE GUIDELINES

- Athletes must be in attendance for at least ½ day of the school day to participate in a game or practice.
 - Students must arrive at school no later than 11:00 a.m. or leave after 11:00 a.m. in order for it to be considered a half day.
- Athletes who are absent from school the day before a non-school day activity, may not participate in the following days activity.

The athletic director reserves the right to review all absences and allow the student athlete to participate if there is, in the athletic director's judgement, a valid reason for the absence.

ATHLETIC ACADEMIC ELIGIBILITY

ACADEMIC ELIGIBILITY

Cooper High School believes that academics should always come before athletics. Any student who is academically ineligible will be athletically ineligible.

SEMESTER HOURS

- Beginning at the freshman level, high school athletes are permitted to have eight (8) consecutive semesters of eligibility
 - Two (2) semesters constitute a school year

GRADE LEVEL

In order to participate in athletics, the student-athlete must currently be on grade level. Any student who is not on grade level is not eligible to participate in practice or games. **In order to be on grade level, a student must have earned the following credits:**

- Sophomore- 5 credits
- Junior- 11 credits
- Seniors- 16 credits

AGE LIMITATIONS

If a student enrolled in high school turns 19 years of age before August 1 of a given year, the student shall be ineligible to compete in the interscholastic athletic program

ACADEMICALLY INELIGIBLE STUDENT-ATHLETES

If a student-athlete is ineligible for a total of three weeks during a single sport season they will be dismissed from the team for the remainder of the season

ATHLETICS AND TIER III

- Any student who receives a Tier III during their season will be dismissed from the team for that sports season.
- Any student who receives a Tier III will be put on probation for the remainder of the school year.
 - The athlete may be allowed to participate in athletics for any future athletic seasons, but will be subject for removal if they violate their probation in the areas of their academics, behavior or athletics for the remainder of that school year.
 - ***The student's athletic and behavior standing will be monitored by the administration, athletic director and the head coach.***

ATHLETIC KHSAA ACADEMIC ALL-STATE

Student-athletes who will be receiving the KHSAA Academic All-State Award will be recognized during their end of season sport banquet. The KHSAA All State Award is based on a **4.0 unweighted GPA scale**. In order to qualify for the KHSAA Academic Award the student athlete must meet the following Criteria:

1. The student must be an upperclassman (10-12 grade)
2. The student-athlete must receive a varsity letter for that sport
3. First Team All-State is a minimum of a 3.75 cumulative GPA
4. Honorable Mention All-State is a minimum of a 3.25 Cumulative GPA